

MEETING #4 January 28

At a Workshop Meeting of the Madison Board of Supervisors on January 28, 2010 at 2:00 p.m. Madison County Administrative Center Auditorium:

PRESENT: Eddie Dean, Chairman
James L. Arrington, Vice-Chairman
J. Dave Allen, Member
Jerry J. Butler, Member
Pete J. Elliott, Member
Lisa Robertson, County Administrator
Teresa Miller, Finance Director
Jacqueline S. Frye, Secretary

ABSENT: V. R. Shackelford, III, County Attorney

Chairman, Eddie Dean called the Board Workshop Session to order and noted that all members were present and there is a quorum.

Courthouse Project (Update):

Lisa Robertson, County Administrator, provided each Board member with a handout on the Courthouse Project and advised that everything is still on target with no major changes noted at the present time.

Lisa Robertson, County Administrator, proceeded with some clarification as to what types of things were denoted as “furnishings” listed in the budget for the project, as she feels there have been some misconceptions that funding was (or will be) utilized for new desks for individual staff; she also stated that any necessary items will need to be ordered and delivered in a timely manner to keep from hindering the completion of the project.

Lisa Robertson, County Administrator, stated during the last meeting, the Board approved that items already on order could remain (i.e. audiovisual system, courtroom benches); the Board also indicated that anything “built-in” (such as the public counters) would go forward (denoted in the green space on the hand-out). However, in reviewing the list of necessary items, she denoted that interior/exterior directional signage will be needed; although there are a few signs that are able to be reused (where possible) the bulk of signage needed is interior signage that instructs individuals as to:

- a) “what level to go to”;
- b) which court is in what location”;

c) how to get to the Clerk's Office and restrooms"; and all signage is required by the Courthouse Facility Guidelines and is not an option for the County; therefore, the above items were included in the "furnishings package" (i.e. non-furniture items).

Lisa Robertson, County Administrator, advised the next item of concern is jury seating (i.e. comfortable seating that is capable of being spaced at certain levels) in accordance with the Courthouse Facility Guidelines. Currently, there are two (2) Attorney's tables that were being used in the old Circuit Courtroom which will need to be installed in one (1) of the two (2) Courtrooms in the new facility and there are plans to reuse these two (2) tables in the Juvenile Courtroom, but this will leave call for the purchase of Attorney's tables for the Circuit Courtroom; in either case, the Attorney's tables are things that are required by the Courthouse Facility Guidelines, and there will be two (2) Courtrooms that will need to be furnished.

Lisa Robertson, County Administrator, also advised there are plans to reuse existing shelving that is in the Clerk's Office (Public Records Room) and as much of the existing shelving as possible, but the County will still need to provide some storage in the Records Storage Room; therefore, under the "Necessary Furnishings" a listing is denoted for a large rolling shelf bookcase that will be necessary for the Juvenile Clerk's Office; once a determination is made as to how everything is going to fit (from current Circuit Clerk's Office) plans will be made to only purchase what is absolutely necessary to provide adequate storage space in the Record's Room.

Lisa Robertson, County Administrator, stated there is quite a bit of utility shelving and metal cabinets in storage that will be utilized to the fullest extent possible, but a little more utility shelving will be needed in the Clerk's storage areas to hold supplies as opposed to having supplies sitting on the floor in boxes.

Lisa Robertson, County Administrator, stated the reverse side of the hand-out lists "modular work stations" (for the Deputy Clerk) – one (1) work station is in the Circuit Court Clerk's area and one (1) is in the Juvenile Court Clerk's area; these modular work stations aren't for closed in offices but are actually part of the open area situated behind the public counter.

Lisa Robertson, County Administrator, advised that in the Courthouse

Facility Guidelines, there are a number of standards that must be met, including standards for how things must be placed, spacing, and for technology wiring; however, she wanted the Board to be aware that items will be reused (i.e. existing office chairs) for both the Circuit Court Clerk and the Juvenile Court Clerk (desks/chairs), as these Clerks will have closed in offices that entertain business as usual. Additionally, the Circuit Court Clerk currently has a desk/chair that will be brought over from the current location and the Juvenile Court Clerk will utilize a desk from storage.

Lisa Robertson, County Administrator, advised the Judge's Offices will be furnished with items that are currently being used in the existing Courthouse (i.e. desk, shelving, chairs) and the new Courthouse will have an office area for the Judge's Secretary that will also be furnished with items from storage.

Lisa Robertson, County Administrator, advised the County did not previously have an office for the Juvenile Court Judge, but there is sufficient office furniture in storage to furnish this office; additionally, there are quite a few tables and armchairs in various meeting rooms and public waiting areas being used at the temporary Courthouse facility – the witness rooms will also be furnished with items that are already on hand, however, a number of things the existing furniture cannot be used for include:

- 1) Circuit Jury Room
- 2) Juvenile Court Hearing Room;

The Juvenile Court doesn't actually hold most of their hearings in an open Courtroom which calls for them to utilize a fairly long table and an area for the Judge to preside over those hearings (the tables that are currently being used will be relocated to Attorney's Conference Rooms and the various meeting rooms so they can still be in service, as they do not fit the space for the other hearing rooms), therefore, it is being proposed that a long table and chairs be purchased

Lisa Robertson, stated the Courthouse Facility Guidelines require that seating be provided in the public waiting areas and must be "attached" furniture (i.e. similar to what is in medical office waiting room), therefore, a small amount of seating be purchased for these areas in groups of three-to-four chairs attached together.

In closing, Lisa Robertson, County Administrator, advised that Eric

Amtmann, Architect, (Dalglish, Gilpin & Paxton) was present to answer any questions. She asked the Board to consider allowing some leeway beyond the decision at the January Regular Meeting that placed a hold on the purchase of any furniture for the Courthouse facility, as the furniture being required does not consist of desks and chairs only, but is basic outfitting of the space that will be provided for use.

Pete J. Elliott stated the intent of the motion (made at the Regular Meeting) wasn't that "we're not going to buy any furniture" but rather, to make sure the County uses everything that is available so there isn't a lot of furniture left over and sent elsewhere or to the landfill; he stressed that "everything the County has that can be used should be used first before anything else is ordered" for the facility. In closing, he stated that he was "okay with buying the things that are needed" but wasn't "okay to go buy the Cadillac instead of the Volkswagen".

Lisa Robertson, County Administrator, advised it was the intention from the start to use everything possible and if the Board was in agreement with the items that have been denoted as being "necessary" for the Courthouse Project, she would like to move forward and proceed with the understanding that "everywhere the County has something that is suitable, it will be reused."

In closing, Lisa Robertson, County Administrator, stated the modular work stations for the Clerk's are not suited to accommodate the usual office desks because of the design of the space; therefore, she said there might be a few things left over, but for the most part, the intention is to reuse everything possible.

Jerry J. Butler stated in an earlier discussion, the Board asked for the following:

- a) A list of items that would be purchased and the costs of those items;
- b) A list of what is currently in inventory;
- c) Whether the long walnut tables are in storage and/or whether they will be used in the new Courthouse (or elsewhere).

Lisa Robertson, County Administrator, stated she can provide more detailed information if the Board desired (i.e. regarding costs of items to be purchased); she also advised that one (1) of the long walnut tables is being used in the Library Room

and there are two (2) currently in storage; although these items aren't suitable to be used in the Jury Deliberations room, they will be utilized elsewhere if needed.

Additionally, Lisa Robertson, County Administrator, stated the Architects actually have a fairly lengthy plan with regard as to "what needs to go where" and she has the inventory of things that will need to be placed in specific areas of the facility; however, she also warned if the Board has to approve every single item or the replacement of items, this will slow down the process and also stated she will keep the Board updated on what is being spent for furnishings and what specific items are being purchased. In closing, she advised that it is her intention to proceed along the lines as outlined in today's chart and items will only be purchased in the event that stored items do not conform to the allocated space in the new facility.

Jerry J. Butler asked how much funding is being sought (based on today's projections) to purchase new furniture out of the original estimate of 250,000.00.

Lisa Robertson, County Administrator, projected that only about two-thirds of the original amount will be needed.

James L. Arrington explained that it was not his intention to "cut off all purchases for necessary equipment for the Courthouse Project", but rather that he wanted some assurance of the fact that the County wasn't purchasing unnecessary furnishings. In closing, he stated that today's outlined explanation was very information and he now understands that purchases will only be made for 'necessary' items. In closing, he also stated that he was "sympathetic" to the fact that a \$250,000.00 line item expenditure for furniture and how the general public might feel the County is spending excessively during these tight economic times; he also commented the manner in which Lisa Robertson, County Administrator has outlined in keeping the Board abreast of necessary purchases for the Courthouse Project.

Jerry J. Butler advised he discussed his concerns about the \$250,000.00 with Teresa Miller, Finance Director; he stated that one percent (1%) in real estate taxes generates approximately \$250,000.00 and he correlates this with a tax rate base – although he doesn't want to increase real estate taxes, he is willing to promote a tax decrease. In closing, he stated he was in agreement with James L. Arrington, in that the

intent (at the Regular Meeting) was not to put a hold on everything but to pinch spending/purchasing as much as possible in relation to cost.

James L. Arrington stated the type of disclosure discussed today is exactly what is necessary in regards to County projects.

Chairman, Eddie Dean stated that based on today's discussion, it appears the Board is in agreement with Lisa Robertson, County Administrator, moving forward with the purchase of necessary items for the Courthouse Project.

Pete J. Elliott strongly suggested that all purchases for the Courthouse Project be competitively bid.

Eric Amtmann, Architect, was present and explained that a minimum of three (3) quotes were received from a various list of suppliers before any purchases were made (i.e. furniture, equipment and fixtures) for the Courthouse Project and in some cases, there were five (5) quotes received. In closing, he stated that extensive shopping was performed before any purchases were finalized.

Chairman, Eddie Dean stated the procurement contract requirements (between Madison County and Dalglish, Gilpin, Paxton, Architects) indicate the Architect is to 'shop extensively' before any purchases are finalized; therefore if this maneuver hasn't been followed, the Architect is the one at fault.

Jerry J. Butler advised he was in agreement with the aforementioned request(s) verbalized by Pete J. Elliott, as were James L. Arrington and J. Dave Allen.

In closing, Chairman, Eddie Dean advised the County has very good staff handling the Courthouse Project – the Board needs to 'trust' all individuals involved to get things done in an appropriate manner; he stated there is "nothing wrong with having an open discussion", but "the County has to be moving along in order to get this project completed" so the Courthouse facility can be ready to operate by April 1, 2010.

James L. Arrington stated he did not have any issues of distrust toward any County employees, but stated there is a question of the Board members being able to respond to questions/comments presented from local citizens whose tax dollars are being spent which is the main reason why he is asking many questions to attain a vast level of detail.

Chairman, Eddie Dean stated that Lisa Robertson, County Administrator, and Eric Amtmann, Architect, are available anytime the Board has questions about the details of the Courthouse Project; he also stated the Architect is on site about twice a month and any concerns can be discussed with the County Administrator to be presented to the Architect.

Eric Amtmann, Architect, also provided a brief overview of the extensive level of thought process that has been incorporated into the furniture plan in addition to the presenting the following:

- a) A diagram of each room of the new Courthouse facility;
- b) A diagram that denoted all types of furniture items along with a specific inventory of what will be required for each room;

Eric Amtmann, Architect, stated the chart cross-references information provided from Lisa Robertson, County Administrator, with regard to furniture in storage and what is currently being used at the temporary Courthouse facility. Additionally, he advised that today's document provides a full consensus and is being used as a template to work from (i.e. very recent) and it provided itemized dollar amounts for all necessary items. In closing, he also stated that he has been very conscience of spending. .

Jerry J. Butler stated that he prefers to ask questions during the open meeting process to responses can be recorded in the minutes; he doesn't feel there is an issue of 'distrust', as he feels that all Department Heads are very conscientious; however, he would prefer that citizens be referred to the recorded minutes rather than to have each Board member explain concerns on an individual basis.

Chairman, Eddie Dean stated he feels the Board members need to be well informed before making a decision and this can be very difficult if information isn't provided until the time of a meeting and also stressed the following:

- a) All Board members need to be well informed when voting on critical issues;
- b) Each Board member needs to do 'their homework';
- c) Each Board member needs to stay current and informed when there is schedule involved;

- d) Each Board member needs to be able to answer questions presented by citizens in a timely manner and not only after a meeting or a vote has taken place, as nothing is being hidden from the citizens of Madison County.

Chairman, Eddie Dean stated he has tried to stay informed on a regular basis and encouraged all Board members do the same.

Jerry J. Butler stated he is doing his best to prepare for the meetings and to be ready as much as possible, which he will continue to do.

In closing, Chairman, Eddie Dean concluded that all five (5) Board members are in agreement that the County will continue along with the existing schedule for the Courthouse Project, using all items in storage (i.e. furniture, shelving, etc.) as denoted and if something has to be purchased, the County Administrator will authorize the Architect to move forward with the purchase and keep the Madison County Board of Supervisors posted on any changes that may occur, to which all Board members agreed.

Lisa Robertson, County Administrator, advised the Board that the second hand-out provided today is a re-summary of the arrangements the County has had in place with Dalgliesh, Gilpin & Paxton (to date) for services above/beyond the basic services outlined in the architectural contract. In lieu of the fact the County hasn't had anyone to oversee the day-to-day monitoring of the Courthouse Project (since the retirement of Andy Mank [former Capital Projects Coordinator]) on an hourly basis, the architectural firm has been asked to do provide the following service(s):

- a) To make extra visits during the month to help sort through changes that either the contractor thinks need to be made;
- b) To provide an interpretation of changes the contractor thinks need to be made regarding issues that pertain to the project plans;
- c) In the event of an engineering issue, the architectural firm will arrange to have a consulting engineer investigate the issue (this was needed more at the beginning of the project than now) (i.e. excavation)

Lisa Robertson, County Administrator, also advised there may be future engineering issues once the final site-work is initiated, but it is anticipated it will not be significant; however, the bulk of consulting services has been on an hourly basis and she

wanted to explain what these types of services consisted of, as well as relay that these guidelines are a component of the payments that are being made to the architectural firm.

In closing, Lisa Robertson, County Administrator, indicated that as long as the project remains on schedule, there will only be three (3) more months before completion; however, she asked the Board to recommend that the existing arrangement be allowed to continue in order to close out the project on time.

Chairman, Eddie Dean clarified that the amount listed (with today's information) was included in the projections of the actual costs and are not additional funds that will need to be spent, but rather a confirmation of how costs are being broken down.

Jerry J. Butler stated there is an original project cost for the Courthouse Project which is currently under budget.

Lisa Robertson, County Administrator, stated the projections for 2010 (for the Courthouse Project) indicate an estimation of about \$12,000.00 per month to be utilized on the Courthouse Project from now until the project closes out, therefore, she doesn't feel the County will need to utilize all allocated funding as long as no major issues arise. In closing, she stated the funding that was provided was built into the original projections for the project.

Chairman asked the Madison County Board of Supervisors if each Board member was in agreement with the proposed request by Lisa Robertson, County Administrator, to continue seeking services from the Architect (of Dalglish, Gilpin & Paxton) that pertain to the day-to-day operations of the Courthouse Project, to which the Madison County Board of Supervisors all agreed.

Chairman, Eddie Dean asked Eric Amtmann, Architect, if there was anything additional he would like to add.

Eric Amtmann, Architect, advised the permanent heat is being turned on in the Courthouse and engineers are on hand assisting with getting the boilers fired up to provide permanent heat – within about fourteen (14) to fifteen (15) days, final finishing will be underway (i.e. tile work, painting, etc.).

James L. Arrington asked if work has begun on the brick along the front of the building, to which Eric Amtmann, Architect, advised the brick has been pulled and

will be repositioned on a new sand bed at the front of the building and parallel to the building and extending down to the Main Street sidewalk.

Update On Spending Restrictions & Procedures:

General:

Lisa Robertson, County Administrator, provided an update on how the County Departments have been working to implement the spending restrictions established by the Madison County Board of Supervisors during the January Regular Meeting.

Lisa Robertson, County Administrator, stated that all County Departments understand why the changes are necessary during these difficult economic times and the process had gone rather smoothly; however, in order to subdue the latter of what the Board has requested, the usage of purchase orders has been incorporated for day-to-day purchases being made for amounts that are relatively small (i.e. less than \$500) – she suggested that the Board return to allowing the Department Heads the authority to utilize their discretion with regard to purchases under the amount of \$500 and also determine whether these purchases are “necessary” versus “discretionary.”

Lisa Robertson, County Administrator, also stated that County Departments fully understand the significance of the request that has been made and she feels that all Departments are already following this course; however, she noted that purchases up to \$500 can also be monitored and they will be denoted on the monthly expenditure report. Additionally, she stated if the Board is concerned that better pricing could be attained from bulk purchases, this can be investigated. She further proposed that purchases over \$500 be completed with purchase orders as these are amounts that will have the greatest impact on the County budget in the long-run.

Lisa Robertson, County Administrator, advised that some Board members have verbalized concerns as to what will (or can) be done in the Constitutional Offices; she stated these are independently officials and believes these officials should have control over their own budget in terms of deciding what to purchase and when, rather than having the County Administrator providing them with a level of oversight in terms of approving purchase orders for their respective offices.

In closing, she suggested some guidance be provided on behalf of the

Madison County Board of Supervisors, and advised that operations can continue in the manner as is, but would like to give all Departments some relief from having to use purchase orders for relatively small amounts (i.e. \$10, \$15, \$20) – the smaller purchases will still be monitored and spending will not be implemented unless it's absolutely necessary and she feels that Department Heads will be able to handle the task of making the distinction over what is actually needed in their respective departments.

Chairman, Eddie Dean asked if there were any comments from the Board with regard to information provided on general issues (i.e. spending).

James L. Arrington questioned whether most of the smaller purchases were made by using a credit card and asked which County Departments have been issued a County credit card.

Teresa Miller, Finance Director, stated the following Departments have County credit cards:

- a. Finance (1)
- b. County Administrator (1)
- c. EMS (2)
- d. E911 (1)
- e. Sheriff (2)
- f. Building Official (1)

Total: (8) credit cards

Lisa Robertson, County Administrator, advised the County credit cards aren't used as a means of providing any great amount of latitude, but when the purchase is smaller, a credit card statement provides an excellent paper trail (for auditing purposes) and shows exactly where funding is being spend; she also stated that credit card usage is preferred rather than having staff members make purchases using their own funds and then request a reimbursement.

Teresa Miller, Finance Director, stated there are no payments on any credit cards unless there is a valid receipt of any purchases and that Department Heads are responsible for attaching receipts and coding to support purchases; she also stated these types of transactions are monitored (i.e. no purchase of alcohol or tobacco products can be made) and there is no payment of sales tax. In closing, she

stated that credit cards are primarily used for purchases that must be made online – in the event a purchase needs to be made for hardware (i.e. Lowes), and most Departments (excluding the above referenced Departments) use the Finance Director's credit card for purchases.

James L. Arrington stated he would like to see the County's system modified to show a method that will aggregate the smaller purchases into bulk form as this provide a better purchasing price; however, he realizes this will take a systematic approach.

Jerry J. Butler stated he was in agreement with allowing purchases up to \$500 to be made without the use of a purchase order is reasonable; he also stated if Constitutional Officers aren't handling their respective budget correctly, they will eventually be voted out of office, therefore, he believes the leeway of operations in these respective offices should be under the same guidelines as all County Departments with the exception that any funding moved between line items should be coordinated with the County Administrator (and Finance Director).

Lisa Robertson, County Administrator, stated that prior to the recent request by the Board, all offices have been expected to manage a line item budget; if any Department has encountered a funding deficit during the budget year, funding has been moved from other line items (if applicable) which does provider a greater ability to track spending, identify the specific needs of each Department, and is a much better method than was utilized in past years.

In closing, Lisa Robertson, County Administrator, advised that all Departments have been very cooperative with the new guidelines (i.e. purchase orders).

James L. Arrington also for a clarification regarding the distinction the huge distinction between County Offices and the Constitutional Offices as all funding is provided by the County.

Lisa Robertson, County Administrator, advised she is looking to the Madison County Board of Supervisors to determine whether there should be a distinction and explained that each Constitutional Officer is an independently elected official just like each Board member and the independently elected officials need to

determine the manner in which the day-to-day oversight administration should be carried out with regard to the budget. Additionally, she stated the determination is up to the Board and also believes that since each Constitutional Officer prepares/provides a budget each year that is approved by the Madison County Board of Supervisors, these officials have certain functions they are elected to carry out and it should be up to them as to determine what is “necessary” versus what is “discretionary” in their respective offices.

In closing, Lisa Robertson, County Administrator, advised that she will follow the method the Madison County Board of Supervisors deems appropriate in the management of day-to-day budgetary operations. Additionally, she advised there is a distinction with regard to the Constitutional Offices because they are independently elected by the citizens of Madison County and therefore, have been charged with handling a large amount of discretion regarding the day-to-day operations of their respective office(s).

Jerry J. Butler compared the Constitutional Offices to the Madison County School System, in that the County oversees both budgets; however, he strongly feels that micromanagement on the part of the County should not be exercised.

J. Dave Allen questioned whether the County was reverting back to what he perceived as being ‘piece meal appropriations.’

Lisa Robertson, County Administrator, stated she didn’t want to resort back to a system where there is not a line item budget and feels that moving funding from various line items (for a specific Department) does provide a better means of tracking spending.

J. Dave Allen stated that his comment wasn’t geared toward the manipulation of the budget but an actual approval of expenditures; he advised that he is in agreement with the fact that Constitutional Officers are independently elected and should operate their own offices; however, he feels if the Board gets into the position where it oversees everything that Constitutional Officers are doing, the Board is putting constraints on these Offices that were not intended; he also feels the budget appropriation process is the Board’s oversight of that factor and should be done on an annual basis and not a daily basis.

James L. Arrington stated he feels the Madison County Board of Supervisors is charged with the responsibility to provide fiscal management of County funds, therefore, he feels that scrutinizing discretionary spending is appropriate and doesn't see a major distinction between the Constitutional Offices and the County Offices.

Pete J. Elliott stated the intent of the motion wasn't to stop the purchase of paper/pencils, etc., but to put everyone on notice that "hard times are here and they are going to get a lot tougher." Additionally, he stated he is in agreement with Departments being allowed to make purchases up to \$500 and with the Constitutional Officers following the same guidelines, however, the Board is forwarding notice that "we are looking" and if the Board sees unnecessary spending in the Constitutional Offices, the Board will come back with questions, take action, and propose that all purchased be approved by the County Administrator. In closing, he stated he is willing to allow each Department to show they are doing all they can to save as much funding as possible.

Chairman, Eddie Dean clarified the consensus is that the Madison County Board of Supervisors will allow the following:

- a) Departments will have some decision-making with regard to small purchases and will restrict discretionary purchases for approval;
- b) Departments (including the Constitutional Offices) must have approval for purchases that exceed \$500 and work with the County Administrator on these purchases;
- c) The Constitutional Offices are to use their best discretion and operate their offices within their allocated budget.

Chairman, Eddie Dean stated the Board is in the midst of really getting into the budgetary process and suggested the auditors from Robinson, Farmer, Cox Associates be invited to provide specifics of the budget to each Board member as a benefit (to new and old members) – he also suggested that Teresa Miller, Finance Director, and Lisa Robertson, County Administrator be included in these sessions.

J. Dave Allen wanted to clarify the specifics with regard to "\$500 and above as opposed to "above \$500."

After discussion, Chairman, Eddie Dean clarified that “any purchases of \$500 or above will need to be approved by Lisa Robertson, County Administrator.” Additionally, he stated the Board desired to relay the message that each Department should understand that ‘spending County funds is something that should require a lot of thought.’”

Youth Sports:

James L. Arrington wanted to clarify (with regard to Youth Sports) that it was not his intention to set limits on Youth Sports which raises money through various fundraising activities (i.e. raffles, bake sales, etc.) as these funds are non-County funds, nor was this the intent of the motion made during the Board’s January Regular Meeting, therefore, he suggested it be made very clear there are no intentions of “locking up” Youth Sports funding.

Lisa Robertson, County Administrator, stated there was clarification by email regarding this entity that has been communicated to Youth Sports; she also explained the specifics regarding a recent request from Youth Sports to use the County credit card to fund a trip to Washington, D.C. and that she did not feel comfortable in granting the request (to purchase Wizard game tickets for a total of \$3,500) during this interim period as she felt this would result in much confusion on the part of the Madison County Board of Supervisors; however, if the Board is in agreement with these kinds of requests being permitted in the future, this can be accommodated.

Pete J. Elliott stated he did see where there would be any problems as long as the Youth Sports utilized their own funds and not County funds.

Chairman, Eddie Dean clarified if Lisa Robertson, County Administrator, is comfortable with future requests, this will be acceptable to the Board, and all members agreed.

Brad Jarvis from the Madison Extension Office was present and stated that his Department receives a great deal of grant funding and he must utilize County accounts to house the funds as well as some being run through the Virginia Tech Foundation; he also these grant funds are earmarked for specific projects (i.e. farmer’s market, 4-H group, etc.) and is looked up as the same line item that houses fundraisers and user fees, etc. Additionally, he stated that County funds help the Extension Office

leverage other funds (i.e. summer intern program) that allow matching dollars to be awarded to pay the summer interns that participate in the 4-H Program; he also stated that matching dollars assist with the expansion of programs without additional costs being required; therefore, these types of grants are greatly sought by his office.

Brad Jarvis also explained the matching funds that are received in order to promote the Farmer's Market through the "Virginia Grown Campaign" Department of Agriculture.

James L. Arrington feels the aforementioned program falls into the same category as Youth Sports and clarified the County isn't trying to "sequester these funds."

Pete J. Elliott advised there doesn't appear to be any problem with these types of funds as long as they are separated out and there is an understanding in place.

Lisa Robertson, County Administrator, advised if a grant opportunity comes available in the middle of the year and there is a match requirement, she and Teresa Miller, Finance Director, generally look through the budget to search for a match – if one is found, these funds are moved around to help offset the grant; however, if the amount is much larger than what is available, the request will be brought to the Madison County Board of Supervisors for advisement and approval.

Jerry J. Butler stated that any grant the County can get which calls for the County to put forth a small amount of funding in order to gain additional funds is seen as a decision that the County Administrator can make with regard to matching grants (i.e. not the same as Youth Sports).

Chairman, Eddie Dean clarified it is the consensus of the Board that Youth Sports and other activities that are funded by local fundraising or grant funding will continue to operate as they normally have, and they will be allowed to spend the funds they have raised at their discretion, to which the all members agreed.

Vehicles:

Chairman, Eddie Dean stated the Board will need to discuss law enforcement vehicles (a handout was provided by Jerry J. Butler).

Chairman, Eddie Dean stated today's issue will deal with the purchase of law enforcement vehicles and stated the list denotes a "spotlight" being needed for the

Crown Victoria model(s); he also stated that Mr. Fisher from Eddins Ford, Inc. was present today to answer any concerns.

Chairman, Eddie Dean stated the list also denotes the cost of items requested by 'per car' and asked Mr. Fisher if he'd like to comment.

Mr. Fisher (of Eddins Ford, Inc.) provided an overview of items that have been discussed and also provided highlights on some of the items that have been requested; he advised that many of these items have already been installed one item was donated; he also suggested to the Board that if any future bids for law enforcement vehicles should be for "complete vehicles" (i.e. an entire unit) and not a proposed as a "menu" as bidding an "entire unit" will ensure the property is fully complete prior to delivery and complete pricing is received from all potential bidders. Additionally, he advised he has never seen menu pricing presented on law enforcement vehicles and stated the manner in which the recent bid for law enforcement vehicles was presented has been rather unbearable. He stated that Eddins Ford, Inc. bid the vehicles at \$100 over cost and all the options at cost and he would like to get the vehicles completed properly and delivered. He stated there has been an issue with the radio in the Ford Explorers (i.e. antennas) and a technician will be at Eddins Fords, Inc. in the morning at 10:00 a.m. to make necessary adjustments to the vehicles as this item is covered under the vehicle warranty.

James L. Arrington asked where the vehicles are located, to which Mr. Dyer stated that one (1) vehicle is in Madison County; however, the other vehicles are located in Richmond and have been there for quite some time.

James L. Arrington asked what the contractual delivery date was noted as being within the contract, to which Mr. Fisher stated was sixty (60) days.

James L. Arrington asked Jerry J. Butler if the contract contained a penalty clause for late delivery, to which it was noted that no clause was included in the contract.

Mr. Fisher advised there was no penalty clause for the vehicles that were ready and waiting to be picked up – therefore "this issue goes both ways."

Chairman, Eddie Dean stated the vehicles couldn't be delivered in bulk because the County was using the radios in existing cars that needed to be transferred

from the older vehicles to the new ones and suggested the County “stop playing games and get the cars here, get done, and figure out what the price will be.”

James L. Arrington stated the County has multiple bids and the County selected the lowest bid from the IBF process and he is trying to get to the bottom of what exactly was included in the bid with regard to the confirmed delivery date; he also asked if the losing bid(s) had these items (being discussed) in their bids proposals.

Lisa Robertson, County Administrator, advised there were some items included but also stated that some items were listed as add-ons for the Ford Explorers but wasn't initially on the list for the Crown Victoria models.

James L. Arrington continued to question the integrity of the bidding process and whether the losing bidder would have a grievance that he may have lost the bid despite having bid the vehicles according to the County's specifications.

Lisa Robertson, County Administrator, advised the items being discussed today were either not bid or they were not among the options provided; she also stated that Mr. Fisher is correct in stating the County's bid had a list of options to enable the Sheriff, if he so desired, to equip the cars differently; however, when the bids finally came in and prior to the lowest bidder being determined, the Sheriff choose the options that he wanted from the list that was bid and these items were either not on the original bid list or were not initially selected from among the options provided.

James L. Arrington stated he'd like to see the cars arrive and be up and running in order for the County to complete this process.

Jerry J. Butler asked Mr. Fisher what would be the best way to initiate the bidding process, to which Chairman, Eddie Dean advised that if Mr. Fisher is asked questions as to how to bid, the County might be eliminating him (Eddins Ford, Inc.) as a possible bidder in the future.

After discussion, Jerry J. Butler withdrew his question and advised that he was trying to determine a better process for future reference.

James L. Arrington wanted to clarify that today's request is to approve the purchase of the additional items to be purchased and added to the cars in order to move forward to attain a firm delivery date.

James L. Arrington advised the Board doesn't normally take any action during the Workshop Session and questioned whether the Board will need to approve today's expense, to which Chairman, Eddie Dean advised that based on the consensus of the policy adopted by the Board during today's session, this expense is one that can be approved by Lisa Robertson, County Administrator.

Lisa Robertson, County Administrator, stated the top list on the document lists \$647.80 for each vehicle and will also include \$200.00 for additional lights on the Explorers, but was unsure about the notation for gun racks and asked if this item was 'built-in' or if this will be an additional fee per vehicle.

Jerry J. Butler stated he believed the gun racks are built in and a specific type of rack must be installed into the vehicle(s) that fits the shotgun assigned to each vehicle.

Lisa Robertson, County Administrator, asked if this will be an issue that can have a bearing on when the vehicles can be delivered, and also questioned the additional fee.

Jerry J. Butler questioned if there was a cost denoted for the spotlights.

Lisa Robertson, County Administrator, advised that during the preliminary stages, Erik Weaver, Sheriff, indicated the spotlights were necessary; therefore, she administratively approved this specific item.

Pete J. Elliott asked about the Red & White Police Map light which denotes "no price available" and whether anyone has an idea of the price.

Mr. Fisher stated there is a minimum amount of about \$150.00.

Lisa Robertson, County Administrator, stated the total will be about \$7,000.00 and if the Board so desires, she can sign off and get this issue closed.

Pete J. Elliott questioned where the funds will come from to cover these costs (i.e. general fund, etc.)

Lisa Robertson, County Administrator, advised that she will look at the Sheriff's current budget (i.e. equipment line item) and will also discuss which line items he'd like to utilize for these purchases – if there are no funds to be moved from other categories, she will have to come to the Board with a supplemental appropriation or take a minimal amount from the contingency fund.

James L. Arrington asked if these costs could be re-added to the existing lease, to which Lisa Robertson, County Administrator, advised the leasing dollar amount and terms have already been established and previously approved by a former Resolution.

Chairman, Eddie Dean stated there appears to be a 'grey area' if the Board attempted to add to the existing leasing agreement.

Lisa Robertson, County Administrator, advised that all efforts will be made to attain the funds from an existing line item in the Sheriff's Department; if needed, a little will be taken from the contingency fund.

Chairman, Eddie Dean stated in the past, the previous Board was well aware that when budgets are cut tremendously, there would be situations where supplemental appropriations would be needed for Departments and these requests would only be considered when all other areas of Departmental budgets were exhausted.

Pete J. Elliott asked if it would be better if the Board approved a supplemental appropriation now rather than to take the funds from the Sheriff's Budget.

Chairman, Eddie Dean stated that a supplemental appropriation will be needed to cover the payment for the law enforcement vehicles – this funding will be coming from the Sheriff's budget.

Lisa Robertson, County Administrator, explained the details involved with a supplemental appropriation and how this funding is included into the budget or if funding is needed from "cash" for placement into a line item; she also suggested the County look at moving funds from existing line items rather than to start drawing "cash" until later in the budget year, and she also stated that supplementing line items is a better way to appropriately track expenditures for each Department as the budget year progresses.

Erik Weaver, Sheriff, advised that when he submitted items for bid, the items being discussed today were included in the list that was forwarded to Mr. Fisher.

Chairman, Eddie Dean stated that he reviewed the list; however, one of the issues that were excluded were handled in that manner because the items were not included in the list that was submitted in the IFB – if items aren't included in the IFB, they cannot be listed as an item that needs to be purchased in the agreement because

anyone submitting a bid wasn't given the opportunity to submit pricing for those particular items.

In closing, Chairman, Eddie Dean stated the cars need to get here as soon as possible.

James L. Arrington also stated he did not feel the Sheriff's budget should be penalized to provide funding for the law enforcement vehicles.

Lisa Robertson, County Administrator, explained the accounting procedure and stated by the end of the budget year, the entire purchase for the law enforcement vehicles will be included in the Sheriff's budget which is how the accounting system is designed to work; she stated this purchase is an expenditure the Board approved and the Sheriff's Departmental budget is the budget that must be accounted for the purchase.

Lisa Robertson, County Administrator, stated the Board will need to help the Sheriff with regard to the public inquiry and advised the purchase of law enforcement vehicles was necessary and was approved; however, all funding (i.e. lease payment, fees) must come out of the vehicle line item in the Sheriff's budget which is nothing that anyone should be critical of the Sheriff's Department for.

Lisa Robertson, County Administrator, stated the Board of Supervisors budget doesn't have a line item for the purchase of vehicles and it must be deducted from the Sheriff's Department, as this is how things have been managed by the Madison County Board of Supervisors for several years.

James L. Arrington informed the Sheriff that if he should run short in the vehicle line item, he will return to the Board to seek a supplemental appropriation to restore funding, to which Erik Weaver, Sheriff, stated that he understood.

Chairman, Eddie Dean stated the Board will only need to make a consensus that the Board is in agreement with what has been discussed.

Mr. Fisher advised James L. Arrington that Eddins Ford, Inc. doesn't receive payment for any cars until they are all delivered and he will get the vehicles to the Sheriff as quickly as possible.

James L. Arrington stressed this is a matter of public safety.

Mr. Fisher stated that he could've had the vehicles delivered before now and asked for clarification on the costs for the additional equipment.

Lisa Robertson, County Administrator, re-calculated the costs as provided and felt that rounding the cost "not to exceed \$1,000.00 will be what is planned to be spent on each car; however, if the map light is lower, the payment will be lower.

After discussion, Chairman, Eddie Dean advised the total will be a little less than \$5,300.00 total for all the items denoted on the list.

James L. Arrington wanted to clarify that Erik Weaver, Sheriff, is still authorized to pick up the vehicles when they are ready for placement in service, to which Lisa Robertson, County Administrator, advised was agreed upon at the last meeting, and the Sheriff can take delivery as quickly as the radios can be swapped.

Pete J. Elliott questioned the shotgun racks and would like to be clear on how this issue will be handled.

Lisa Robertson, County Administrator, asked if each deputy will have to take his shotgun to Eddins Ford, Inc. for rack measurements.

Erik Weaver, Sheriff, advised that no one from Eddins Ford, Inc. has inquired about the size racks that will be needed, to which Lisa Robertson, County Administrator, suggested that Mr. Fisher be given a list denoting the measurements of the shotguns that will be used in each vehicle.

Pete J. Elliott stated he did not want to see the delivery of the vehicles held up because of misinformation regarding the shotgun racks.

Mr. Fisher informed the Board that the Ford Motor Company is in the process of designing a police car for police use all over the country; these vehicles are being designed by engineers and law enforcement officers and will include all items during construction; these vehicles will be offered exclusively by the Ford Motor Company by 2012 and will be a vehicle made by police officers for police officers.

Jerry J. Butler thanked Lisa Robertson, County Administrator, for the time and effort she has provided in getting the bid/lease documents together.

Erik Weaver, Sheriff, advised Mr. Fisher that he will have the Ford Explorers at Eddins Ford, Inc. in the morning by 9:30 a.m.

Lisa Robertson, County Administrator, referred to the original bid items submitted by the Sheriff and included in the final bid invitation, there were REM-870 gun racks specified for the Crown Victoria vehicles but there is no gun rack specified for the Ford Explorers, to which Chairman, Eddie Dean advised there aren't supposed to be any in the Ford Explorers.

Lisa Robertson, County Administrator, also advised there is a Specification for an REM-870 gun rack (for the Crown Victoria models) and questioned whether this model will fit all shotguns.

Mr. Fisher stated if the above referenced item was included in the bid, it will be added to the vehicle as indicated.

Lisa Robertson, County Administrator, advised the REM-870 gun rack will be installed; however, if there is any other type of rack included, it wasn't included in the bid.

Department of Social Services Board (Expiration of Mrs. Doris Turner's term):

Chairman, Eddie Dean stated that Mrs. Turner's term on the Department of Social Services Board has expired – she was elected to fill an unexpired term in October 2009 that expired January 31, 2010; in order to keep this position current, there has been a request for reappointment for an additional four (4) year term that will end January 31, 2014.

Lisa Robertson, County Administrator, advised the Board doesn't normally take action during the Workshop Session; however, by taking a vote today, this will allow Mrs. Turner to continue serving without an interruption in her term.

After discussion, on motion of James L. Arrington, seconded by Jerry J. Butler, the Board voted by the following Resolution to reappoint Mrs. Doris Turner to the Department of Social Services Board for a four-year (4) term ending January 31, 2014.

RESOLUTION

WHEREAS, the Madison County Social Services Board consists of five (5) members appointed by the Board, and all members appointed by the Board serve terms of four (4) years each, and

WHEREAS, the term of one member of the Board will soon expire, and although each member has continued to serve and is authorized to serve until reappointment or replaced, it is necessary for the Board to formally make the reappointments;

NOW, THEREFORE, the Board of Supervisors does hereby appoint and reappoint the following individual to serve on the Madison County Social Services Board for the term indicated below.

Member

Doris Turner

Term Expires

January 31, 2014

Adopted this 28th day of January, 2010, by the Madison County Board of Supervisors.

Eddie Dean, Chairman
Madison County Board of Supervisors

	Aye	Nay	Abstain	Absent
Eddie Dean	<u> x </u>	_____	_____	_____
James L. Arrington	<u> x </u>	_____	_____	_____
J. Dave Allen	<u> x </u>	_____	_____	_____
Jerry J. Butler	<u> x </u>	_____	_____	_____
Pete J. Elliott	<u> x </u>	_____	_____	_____

Attest: _____
Lisa Robertson, County Administrator/Clerk to the Board

Establishment of a Time for the Public Hearing (FY2011) Set for March 29, 2010

Chairman, Eddie Dean advised the Board will need to establish a time for the Public Hearing on the FY2011 Budget scheduled for Monday, March 29, 2010; he stated it has been the custom of the Board to hold these Public Hearings at 7:30 p.m. in the auditorium.

Updates:

RFP for CIP Services:

Lisa Robertson, County Administrator, advised the County submitted requests for proposals for professional services [to assist the County in establishing a Capital Improvements Program (in addition to the Capital Improvement Plan)] to each County Department, Agency and the Madison County School System in order to collect the data that will be needed to better assist the County in establishing projected dollars on which to base the County's annual budget.

Lisa Robertson, County Administrator, advised there were five (5) proposals received; she and Dr. Brenda Tanner, Superintendent, will be conducting interviews shortly and will report to the Madison County Board of Supervisors with a recommendation; once the field is narrowed and there is specific information to provide, the Board will need to decide if this is an area in which the County would like to move forward with a future contract.

General Assembly:

Lisa Robertson, County Administrator, advised that an email was received from Dr. Brenda Tanner, Superintendent, to advise the Governor has decided to endorse the freeze on the implementation on the new local composite index; therefore, if he maintains this position, the County will not have to suffer the dollar impact of that change until FY2012; it is anticipated this will be a position the Governor will continue to take, in that if the change is implemented in early FY2011, there will be an additional impact on the numbers that were reviewed at the Joint Meeting with the Madison County School Board.

Lisa Robertson, County Administrator, also advised of the following:

- a) There is a bill to remove the four percent (4%) meals tax cap for Counties – this bill passed in the Senate on January 27th (by a vote of 25- yes and 15-no)
- b) There is also a bill to begin using the adjusted daily membership as a means of calculating the local composite index instead of the triennial census in Virginia; an initial assessment by VACo indicates the triennial census numbers for Madison County indicated 2,440 children; the average daily membership is about 1,800 (at the current time) and the fiscal impact with regard to the manner in which those numbers are calculated could mean an additional \$165,000.00 to the negative. In closing, she advised there are many concerns that may or may not hurt Madison County but must still be watched closely.

Lisa Robertson, County Administrator, advised that Governor Kaine's budget proposed to increase the state income tax by one cent and then phase out the local reimbursement for the car tax (PPTRA) = this proposal was soundly rejected in the house during the past week; however, the State still has about \$2,000,000,000.00 that will be needed which will not be good news for school funding purposes.

Additionally, she noted that legislators have a number of bills and Delegate Ed Scott is sponsoring the following:

- a) A bill that will add Culpeper County to a list of only two (2) localities that have been permitted to tax improvements on real property at a rate that's different from the real property rate itself;
- b) A bill to increase the income tax credit for land that is donated for conservation purposes (currently you can get a credit at forty percent [40%] of the value of the land] and the bill would propose to increase that to fifty percent [50%] of the value of the land;
- c) A bill to clarify the family subdivision rules so that a sale or gift of property in a family subdivision can include the family member's spouse;
- d) Co-sponsoring a bill that will designate a portion of the Hughes River from the Shenandoah National Park to it's confluence with the Hazel River as a State Scenic River.

Lisa Robertson, County Administrator, advised that Senator Edd Houck is sponsoring the following:

- a) A bill to require health insurance plans to cover mental health and substance abuse services, etc.
- b) A bill to ask JLARC to study the methodology utilized by the State in preparing a biennial report on school teacher compensation;
- c) A co-patron of a bill that would provide that should a person be found guilty of bigamy may be ordered by the Court to make restitution to the other party in the marriage.

In closing, she was unsure if any of the above referenced items would have a significant impact on Madison County, but does feel the County will really need to follow details on anything that will adversely effect education or the Central Virginia Regional Jail, which she believes are the areas in which the County will see larger financial hits during the upcoming budget year.

James L. Arrington stated that a tentative budget was passed for the Rappahannock Juvenile Detention Center this past Monday; he also stated there were no significant costs projected for Madison County.

Teresa Miller, Finance Director, stated she hasn't received this information as of yet, but feels hopeful she will have it within a few days.

Jerry J. Butler asked about the status of Governor Kaine's proposal to move the highway safety budget from the County by means of utilizing state coffers.

Lisa Robertson, County Administrator, stated that she hasn't received any recent information on the aforementioned topic, but knows a number of areas are being looked at as a means of co-opting some of the monies that have been coming into the locality (ies).

Fauquier County School Board (Letter Regarding the Composite Index):

Chairman, Eddie Dean stated the County has received a letter from the Fauquier County School Board regarding the Composite Index.

Lisa Robertson, County Administrator, stated the Fauquier County School Board has written a letter asking localities to join with them in proposing that changes be made to the Composite Index to take into account the land (and the values of land) that is in the Local Land Use Programs; in general, she believes at the local level, there has been much concern over this issue for quite some time that has been brought up in various forums in terms of the General Assembly's discussion of the matter; however, no significant changes have yet been noted.

Additionally, Lisa Robertson, County Administrator, stated the points made by Fauquier County are well taken and feels this is an issue that Madison County should consider supporting; however, the decision is up to the Board. If the Board so desires to join in the venture, she would be happy to draft a letter of support, as requested.

Chairman, Eddie Dean stated when the Composite Index is figured, the property in the Land Use Program is reduced and ignored; since Madison County has a sizable amount of property in the Land Use Program, the County is being penalized.

Lisa Robertson, County Administrator, advised that she will proceed with drafting a letter along with Fauquier County to be forwarded to the local legislators.

Lisa Robertson, County Administrator, stated that Brad Jarvis of Madison County Extension Office is present and has some information and would like to provide an overview of how his office receives operational funding, as most perceive his Department as being funded by the County, which is not the case.

Brad Jarvis, Madison Extension, was present and advised the Board will need to appoint a representative to the Madison Extension Leadership Council to attend the quarterly meetings; he also provided handouts that disclosed how the Extension Office is funded and that the entity is a part of a tri-partnership (i.e. federal, state and local) and all federal dollars that are received by the Extension Office come through Virginia Tech; he also explained how this factor is denoted in his departmental budget and provided a color coded chart to identify various types of funding received in the Extension Office.

Brad Jarvis stated the Extension Office has about a \$400,000.00 budget to operate extension and about \$89,779.00 is the County's portion of his departmental budget; the additional monies are state funds that pay the agent's salary(ies), operational expenses, travel expenses, and for a full-time support staff person (Sandy Lillard); he also stated the Extension Office is extremely focused on grant dollars and wants the funds to be leveraged and appear as an investment for programs in Madison County; therefore, he stated if the Extension Office expands programs, the County's budget isn't expanded, but in turn expand efforts that actually use grand funding to make larger programs available.

Brad Jarvis also provided a chart to denote the breakdown of state funding and how these funds are appropriated for Madison County – his office is very interested in General Assembly discussions that pertain to state reductions because a significant portion of funding for the Extension Office is derived from state funds. Additionally, he stated he is in touch with the legislators and also stated that by using volunteers, his office is able to expand programs significantly.

Brad Jarvis also provided an overview of program highlights that range from “farming to family” that include a significant number of participants:

- a) 4H Youth Development
- b) Agriculture & Natural Resources Program
- c) Family & Consumer Science Program

Brad Jarvis thanked the Madison County Board of Supervisors for allowing him time to present today's information.

Chairman, Eddie Dean provided an update on a task given to him by V. R. Shackelford, III, County Attorney.

Chairman, Eddie Dean stated that a meeting was scheduled with Erik Weaver, Sheriff, which the Sheriff cancelled; a letter was forwarded from V. R. Shackelford, III, County Attorney, to Erik Weaver, Sheriff.

Chairman, Eddie Dean further stated that he went to the Sheriff's Office to talk with Erik Weaver, Sheriff, and the Sheriff responded to V. R. Shackelford, III, County Attorney, with a copy of an interpretation that he had attained from the Auditor of Accounts that would satisfy the requirements in the Sheriff's Office with this action taking place and being retroactive to January 1, 2010 – therefore, based on that time, the Sheriff has satisfied the Auditor of Public Accounts and the Sheriff's Office is in compliance; therefore, the action the Board took during the January Regular Meeting has no effect and the County will no longer be supplementing the Sheriff's Department for the salary that was discussed..

James L. Arrington asked for a copy of the letter, to which Chairman, Eddie Dean advised a copy of the letter was forwarded to V. R. Shackelford, III, County Attorney, via email; he will be providing a copy to the Board shortly.

Chairman, Eddie Dean asked Lisa Robertson, County Administrator, to have V. R. Shackelford, III, County Attorney, email a copy of the document to the Board Members.

Pete J. Elliott wanted to clarify that the consequences taken by the Madison County Board of Supervisors at the January Regular Meeting will no longer be taken, to which Chairman, Eddie Dean advised the State Auditor of Public Accounts has issued an opinion that if the Sheriff's 'wife' made less than \$22,500.00 annually, it was not a 'conflict' for her to be employed in the Sheriff's Office; when the Sheriff received that opinion, he (and his wife) made the decision regarding her salary and that he would be reducing her (his wife) salary to \$22,400.00, and so informed the Compensation Board and Teresa Miller, Finance Director; thus, he is now in compliance and the County will not be supplementing that salary from this point on.

Chairman, Eddie Dean advised the aforementioned action does not change the County's obligation to provide benefits to any full-time employee, and it is not a conflict for the County to be providing these benefits.

Teresa Miller, Finance Director, also stated that Terri Weaver's position is no longer classified as an "Office Manager" but is now classified as "Secretary I" with the Comp Board – a printout has been received from the Comp Board to denote authorization of the pay reduction and the change in the job title.

Pete J. Elliott asked what would happen within two (2) years if Erik Weaver, Sheriff, decides he will not run again and a new Sheriff is elected and determines that he would like Terri Weaver to remain in the Sheriff's Office – will she return to the original job title and salary.

Chairman, Eddie Dean stated he believed if a new Sheriff had this request, it would have to be forwarded to the Comp Board and to the sitting Madison County Board of Supervisors in order for requested changes to be implemented.

Jerry J. Butler inquired if an issue would still result if the Office Manager were not assigned directly to the Sheriff, to which Chairman, Eddie Dean advised is something that Erik Weaver, Sheriff, must decide – the Madison County Board of Supervisors does not hire employees for the Sheriff's Department nor dismiss any employees.

Jerry J. Butler asked if Erik Weaver, Sheriff, brought a proposal before the Board with a solution, would the Board be willing to listen, to which Chairman, Eddie Dean stated the letter that was submitted to Erik Weaver, Sheriff, indicated that the Madison County Board of Supervisors would be more than happy to listen to any concerns that the Sheriff would like to discuss.

James L. Arrington stated he received many inquiries from the citizens regarding this issue and he is still uncertain as to what actually transpired and proceeded to verbalize a summary of the events regarding the issue in the Sheriff's office; he also questioned whether the letter has been rescinded and whether the County will ignore the letter.

Chairman, Eddie Dean stated that V. R. Shackelford, III, County Attorney, provided information from the Virginia Code which listed the amount \$22,500.00 (as a salary) and also received an email with an interpretation from the State Auditor of Public Accounts and the Comp Board that indicated "if this action takes place, there is not a conflict in that (Sheriff's) Office."

Lisa Robertson, County Administrator, advised the documents that were circulating included a letter request from the Sheriff to the Commonwealth Attorney for an opinion; there is also a letter from a special prosecutor [who was acting in the capacity of the Commonwealth Attorney] in response to the Sheriff's request – the letter denoted there was a conflict and that there were no exceptions that applied. Additionally, the Sheriff has attained a second opinion from the Auditor of Public Accounts that indicates there is an exception that applies so long as the person in that position makes \$22,500.00 annually or less; therefore, the issue for the Madison County Board of Supervisors has been of a financial nature as the Board had to take the information provided and make a decision as representatives of Madison County, but that particular issue has resolved itself and now the Madison County Board of Supervisors appear to be finished – any further remedies of this concern that remain must be managed by the Sheriff.

In closing, Lisa Robertson, County Administrator, stated if there is something the Sheriff needs to ask the Madison County Board of Supervisors for, this may come forth in the future; however, the action taken on behalf of the Madison County Board of Supervisors (during the January Regular Meeting) was one that dealt with county finances and what they may be used for.

Jerry J. Butler questioned the statute that says “if the Sheriff supervises that employee”, to which Chairman, Eddie Dean advised this is a concern that the Sheriff has to decide. Additionally, the Sheriff made the decision to change the Office Manager's salary (not the Madison County Board of Supervisors) and the Madison County Board of Supervisors does not have the authority to determine the salary for the above referenced position.

Jerry J. Butler requested that should the Sheriff come forth with a proposal with regard to the elimination of his supervision of that employee, this could also be a means of resolving the issue.

Lisa Robertson, County Administrator, advised this will be something that V. R. Shackelford, III, County Attorney, will need to weigh in on and provide precautionary measures for the Madison County Board of Supervisors.

Chairman, Eddie Dean stated the letter from V. R. Shackelford, III,

County Attorney, advised the Sheriff of the Board's intent to welcome any information that he desired to present.

James L. Arrington explained that he knows "why" he voted at the January Regular Meeting, but the public doesn't understand the basis behind the act.

Chairman, Eddie Dean stated the opinion that was rendered is public information now and he feels the reason the Board voted in the manner in which was undertaken and the only choice the Board has is to accept the Sheriff's resolution.

Bill Campbell was present and stated it is his understanding the issue regarding the Sheriff's Department was taken care of in a retroactive manner prior to the Board's action at the January Regular Meeting; however, this correction was unknown to the Board at the time of the voting process; he feels this is information that should be made available to the general public; he also questioned whether this issue would've been resolved in the same if the Board had known of the Sheriff's recourse of action prior to the January Regular Meeting.

Chairman, Eddie Dean verbalized disagreement with the aforementioned comment because the meeting with the Finance Director did not take place until after the Board's January Regular Meeting.

Bill Campbell suggested that should this type of issue occur in the future, as a courtesy to those involved, it might be best for the Board to hold a discussion (with parties involved) before taking action during the meeting process.

James L. Arrington suggested the Board schedule a time to meet with Lisa Robertson, County Administrator and possibly the Department Heads to outline goals/objectives for the coming year along with the Board's expectations to ensure that all parties involved are in agreement.

Chairman, Eddie Dean explained that if the Board is evaluating personnel (i.e. Department Head) that the Board was responsible for hiring (or firing), this can take place during closed session; however, if the discussion involves personnel within a "Department", this must be done in an open session.

James L. Arrington asked if the Board could have these types of discussions during an open session and then revert to closed session if necessary.

Chairman, Eddie Dean verbalized it is his understanding that the aforementioned suggestion is to have these types of discussions during a meeting session other than the regular monthly meeting, such as a continued meeting.

James L. Arrington strongly suggested the Board move forward with a scheduled meeting with the County Administrator and Department Heads soon as the Board will be moving into the budgetary workshop sessions.

Lisa Robertson, County Administrator, stated this type of discussion can be accomplished during the budget work sessions; she stated that several Boards have these types of discussions, although the process is a bit different when it involves action items for individual Departments to identify policies as related to the overall goals for the entire County.

Chairman, Eddie Dean refocused on the concept he mentioned about having Mr. Huff from Robinson, Farmer, Cox Associates attend a meeting to provide an overview of budgetary concepts.

Chairman, Eddie Dean suggested that each Board member review their calendar to determine dates of availability; there are preliminary dates set up as February 16th, 17th and 18th all day.

After discussion, it was noted that several members had commitments for the above referenced dates; therefore, Board members were asked to provide Teresa Miller, Finance Director, with dates of availability.

Jerry J. Butler asked if there would be a problem with him scheduling to be at the Administration Building on the first Saturday in February from 10:00 a.m. to 12:00 p.m. to accept public concerns, to which Lisa Robertson, County Administrator, advised a staff member will have to provide entrance and exit of the building.

Jerry J. Butler would also like a member from the Madison County School Board to be present, if possible – if there are no citizens that show up, the schedule can be altered.

Jacquelyn Eisenberg was present and asked if the Board would consider varying the Saturdays, as some people have Saturday meetings and the Farmer's Market will be back underway very shortly, which is also held on Saturdays.

James L. Arrington advised that he will have to depart the meeting at 4:26 p.m. due to personal reasons (i.e. daughter).

2010 Assignments (Boards & Commissions):

Chairman, Eddie Dean stated the Board will need to establish Board and Commission issue assignments for 2010.

2010 Assignments: Boards and Commissions

1. County Emergency Services Providers Advisory Group (1): **Eddie Dean**
Meetings: 3rd Friday each month, 1:00 p.m.
2. Planning Commission (non-voting member) (1): **Pete J. Elliott**
Meetings: 1st and 3rd Wednesday each month, 7:30 p.m.
3. Rappahannock-Rapidan Regional Planning District Commission (2):
Meetings: 4th Wednesday, 1:00 p.m. semi-monthly, beginning in February
 - a. **James L. Arrington**
 - b. **Lisa A. Robertson**
4. Rappahannock River Basin Committee (2):
Meetings: Quarterly (March 25th, June 16th, September 15th), 10:00 a.m.
 - a. **Eddie Dean**
 - b. **J. Dave Allen**
5. Blue Ridge Committee for Shenandoah Nat'l Park Relations (2 Board Members + 1 Citizen): Meetings: Quarterly (March, May, August, October) on 3rd Thursday, 6:30 p.m. to 8:30 p.m.
 - a. **Board Member: Eddie Dean**
 - b. **Board Member: Pete J. Elliott**
 - c. **Citizen: James Ballard**
6. Greater Madison Main Street Committee (2):
Meetings: Not Currently Active
 - a. **James L. Arrington**
 - b. **Eddie Dean**
7. Central Virginia Regional Jail Authority (Each locality is represented on the Board by its Sheriff + 1 Primary Appointee + 1 alternate, per Va. Code 53.1-106
Meetings: 2nd Thursday every month, 6:00 p.m.
 - a. **Steven S. Hoffman**
Term: One year or successor
Compensation: \$75.00 (\$100.00 for Chair)
 - b. **Alternate: (responsible for attending the Authority's meetings when primary member cannot; alternate has same voting and other rights as primary member when attending a meeting, per 53.1-106).**

Alternate: **J. Dave Allen**

Term: One year or successor

Compensation: \$75.00 (per meeting attended)

8. Rappahannock Juvenile Detention Commission (1 Board member, plus alternate):
Meetings: *Tentative meeting scheduled for January 25th, 12:00 p.m.*
 - a. **James L. Arrington**
 - b. **J. Dave Allen (alternate)**
9. Thomas Jefferson Area Criminal Justice Board:

(1 appointee, may be a Board member or Government Official): **Jerry J. Butler**
Meetings: Quarterly (Jan/Apr/Sept/Nov) every Monday, 5:00 p.m. to 7:00 p.m.
10. Rappahannock-Rapidan Disability Services Board (1): **James L. Arrington**
Meetings: Currently dormant – no meetings scheduled
11. Rappahannock-Rapidan Eldercare Coalition (1): **Pete J. Elliott**
Meetings: 4th Wednesday each month, 1:30 p.m.
12. Workforce Planning Board (PD9 & PD10) (1): **James L. Arrington**
Meetings: Bi-monthly on 4th Wednesday, 1:00 p.m. (January 28th, April 29th, June 17th)
13. Skyline Community Action Program (CAP) Board (2)* Term of Appointment Concurrent with Board Member's Terms of Office:
Meetings: 4th Monday every month, 7:00 p.m. (except July and December)
 - a. Board Member: **Eddie Dean**
 - b. Designee: **William L. Crigler**
14. Social Services Board (1): **Jerry J. Butler**
Meetings: 4th Tuesday, semi-monthly, beginning in January, 8:30 a.m.
15. Parks & Recreation Authority (2):
Meetings: 3rd Wednesday every month, 7:30 p.m.
 - a. **J. Dave Allen**
 - b. **Jerry J. Butler**
16. VACO Legislative Contact: **Lisa Robertson, County Administrator**
17. Thomas Jefferson EMS Council (2):
Meetings: 2nd Wednesday in January, March and May, 7:30 p.m.
 - a. **Lewis Jenkins (Director of EMS)**
 - b. **J. Dave Allen**

18. Madison Extension Leadership Council (1): **J. Dave Allen**
Meetings: Quarterly – Next Meeting is March 2, 2010 at 6:30 p.m.

Commonwealth Transportation Board (Add'l Information on Route 611)

Lisa Robertson, County Administrator, stated the Board has received additional information on Route 611 as provided by Kenneth Smith, and also advised that the Virginia Department of Transportation is moving forward with a discontinuance. Additionally, the Virginia Department of Transportation will be scheduling a meeting on the discontinuance in the Auditorium at 414 N. Main Street to allow Madison citizens to attend.

Chairman, Eddie Dean stated the Board has generally tried to hold the Workshop Session to a two-hour meeting, but today, the Board needed to discuss several issues.

Chairman, Eddie Dean also stated the Madison County Board of Supervisors is a “working Board” that will try to work hard together.

Pete J. Elliott questioned how much County revenues are down and how much revenue will be needed in order to assist the budget

Lisa Robertson, County Administrator, advised that she is in the process of working on attaining this information; Teresa Miller, Finance Director, is in the process of attaining information from the Comp Board and the two of them will work on these figures during the upcoming week and provide an initial draft at the February Regular Meeting.

Lisa Robertson, County Administrator, also advised that Teresa Miller, Finance Director, will contact Tina Cropp, Finance Director for the Madison County School System, to get information on the school’s revenues which will assist with determining a final total.

Jerry J. Butler advised that he compared budget figures from 2006, 2007 and 2008 and questioned if the revenues will follow the same trend and whether it would be to his benefit to utilize those figures to perform calculations.

Teresa Miller, Finance Director, advised the aforementioned calculations cannot be utilized as there are now tax collections twice annually.

Lisa Robertson, County Administrator, advised that she has researched some items from 2002 (i.e. meals tax) that do not deviate much on average; however, state revenues don't generally have any real pattern so one can only watch the state revenue process.

With no further discussion or action being required by the Board, on motion of J. Dave Allen, seconded by Jerry J. Butler, Chairman, Eddie Dean adjourned the meeting, with the following vote recorded:

Eddie Dean	Aye
James L. Arrington	Absent
J. Dave Allen	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye

Date: January 29, 2010